



## **INCIDENT COMMANDER**

- **Conducts Initial Briefing – obtains/reviews ICS 201 Form; meets with previous Incident Commander**
- **Sets up required organization elements – activates ICP and elements of the ICS**
- **Ensures Planning Meetings are conducted**
- **Approves and ensures the implementation of the IAP**
- **Determines information needs from staff and keeps command personnel informed**
- **Manages incident operations to include the review of changes in the status of the situation, predicted incident behavior, weather or status of resources**
- **Approves requests for additional resources**
- **Authorizes information release**
- **Reports incident status and prepares ICS 209 Form**
- **Approves demobilization planning**
- **Coordinates staff activity through regular briefings**
- **Releases resources and supplies**
- **Ensures that all functional activities are directed toward the accomplishment of the strategy**

CRITICAL INCIDENT CHECKLIST		INCIDENT COMMANDER
INITIAL COMMANDER		DATE/TIME:
		DATE/TIME:
		DATE/TIME:
		DATE/TIME:
ACTIVITIES		TIME
01	VERIFY THE CRITICAL INCIDENT	
02	PRIMARY CONTACT:  REPORT SITUATION PRIOR TO TAKING ANY ACTION. NOTICE MAY COME FROM: STAFF OUTSIDERS	
03	REPORT THE FACTS: NAME LOCATION OF REPORTING PERSON:  LOCATION OF INCIDENT:  NATURE OF THE INCIDENT:  INJURIES TO STAFF, VISITORS:  WEAPONS USE AND IDENTIFY:  NUMBERS OF PERSONS INVOLVED, NAMES IF POSSIBLE:	
04	VERIFY THE FACTS	
05	ASSESS THE SITUATION: DETERMINE THE NEED TO ACTIVATE THE ICS.	
06	CONTAIN: ISOLATE AND CONTAIN THE INCIDENT ESTABLISH AN INNER PERIMETER ESTABLISH AN EXTERNAL PERIMETER LIMIT ACCESS TO THE INCIDENT LOCATION IDENTIFY LOCATION OBSERVER/COORDINATOR CONDUCT STAFF, VISITOR SECURE FACILITY ENTRANCES, EXITS SHUT OFF UTILITIES TO LOCATION ILLUMINATE FACILITY/LOCATION NOTIFY ON DUTY STAFF, VISITORS	

CRITICAL INCIDENT CHECK LIST		INCIDENT COMMANDER
INCIDENT COMMANDER (CONTINUED)		DATE:
ACTIVITIES		TIME:
07	ESTABLISH COMMAND POST AND NOTIFY STAFF	
08	COMMAND POST STAFF ASSEMBLED: RECORDER  LIAISON OFFICER  PUBLIC INFORMATION OFFICER  SAFETY OFFICER  OPERATIONS SECTION OFFICER  PLANNING SECTION CHIEF  LOGISTICS SECTION CHIEF  FINANCE SECTION CHIEF  INTELLIGENCE OFFICER	
09	MOBILIZE: INITIATE RECALL OF OFF DUTY STAFF INITIATE LOCAL SUPPORT AGENCY NOTIFICATION IDENTIFY AND DEBRIEF EVACUEES EVACUATE LOCATION/FACILITY ASSIGN ICS FUNCTIONS DEVELOP OBJECTIVES AND STRATEGIES IDENTIFY NEEDED RESOURCES: EQUIPMENT SUPPLIES MEDICAL SERVICES OTHER DESIGNATED STAFF  ON-DUTY STAFF NOTIFIED AND BRIEFED:  INITIAL RESPONSE TEAM DISPATCHED  OTHER ASSIGNMENTS ACCOMPLISHED	

CRITICAL INCIDENT CHECK LIST		INCIDENT COMMANDER	
INCIDENT COMMANDER (CONTINUED)		DATE:	
ACTIVITIES		TIME:	
10	<p>RESPOND:</p> <p>CONDUCT PLANNING MEETING  SELECT RESOLUTION PLAN  INSURE ALL RESOURCES, MANPOWER IN PLACE  INITIATE RESPONSE  RESOLVE CRITICAL INCIDENT</p>		
11	<p>RECOVER:</p> <p>ACCOUNT FOR ALL STAFF, VISITORS  NOTIFICATIONS THAT INCIDENT IS RESOLVED  DEBRIEFING OF INVOLVED PARTIES  MEDICAL, PSYCHOLOGICAL REVIEW OF THOSE INVOLVED  INITIATE INVESTIGATION  ACCOUNT FOR ALL EQUIPMENT  COMPLETE INCIDENT DOCUMENTATION  DEVELOP AND INITIATE "RETURN TO NORMAL" PLAN  DEACTIVATE COMMAND POST</p>		
12	<p>AFTER ACTION STEPS:</p> <p>DESIGNATE STAFF MEMBERS TO FACILITATE AND  COORDINATE AFTER ACTION RESPONSE  IDENTIFY TASK/PERSONNEL TO BE UTILIZED  COORDINATE INTER/INTRA-AGENCY  NEEDS RELATIVE TO CRITICAL INCIDENT  DESIGNATE STAFF MEMBER - DEVELOP AND SUMIT  THE CRITICAL INCIDENT AFTER ACTION REPORT  PROVIDE OVERVEIW OF INCIDENT, ACTIONS,  REACTIONS, SUPPORT AGENCY ROLES, RESOLUTION,  AND CURRENT STATUS REPORT</p>		
13	ONGOING INCIDENT ACTIVITIES:		
14	ACTIVATE INCIDENT PLAN(S) AND DESIGNATE PLANS ACTIVATED:		
15	BRIEF NEW COMMANDER AND RELINQUISH COMMAND		
16	NEW COMMANDER ASSUMES COMMAND OF THE INCIDENT AND ALL ACTIVITIES CONNECTED WITH THE SITUATION, AND ANNOUCESS SUCH TO STAFF.		
17	EVALUATE ACTIONS OF INITIAL COMMANDER.		
18	NEW COMMANDER BRIEFED BY INCIDENT COMMANDER DELEGATE AUTHORITY AND RESPONSIBILITY TO DESIGNATED STAFF.		

CRITICAL INCIDENT CHECK LIST		INCIDENT COMMANDER	
INCIDENT COMMANDER (CONTINUED)			DATE:
ACTIVITIES			TIME:
19	ENSURE CRITICAL INCIDENT PLAN PROCEDURES ARE IMPLEMENTED		
20	DESIGNEE WILL NOTIFY AND APPRISE CENTRAL OFFICE DUTY OFFICER OF THE SITUATION.		
21	BRIEF REGIONAL AND CENTRAL OFFICE STAFF.		
22	UPDATE REGIONAL AND CENTRAL OFFICE STAFF.		
23	INITIATE/REVIEW CONTINUING SITUATION ASSESSMENT PROCESS.		
24	BRIEF STAFF		
25	DETERMINE WHETHER EXTERNAL SUPPORT IS NEEDED.		
26	ENSURE ALL ACTIONS ARE RECORDED IN THE LOG.		
27	ENSURE CORRECT INFORMATION IS RELEASED TO THE MEDIA THROUGH THE PUBLIC INFORMATION OFFICE.		
28	MAKE TIMELY DECISIONS AS THE SITUATION DEVELOPS.		
29	CHOOSE AND EXECUTE APPROPRIATE OPTIONS TO RESOLVE THE CRITICAL INCIDENT.		
30	COORDINATE PLAN OF ACTION WITH THE OPERATIONS AND PLANNING SECTION CHIEFS.		
31	BRIEF PERSONNEL PRIOR TO COMMITMENT.		
32	CONDUCT PLANNING MEETINGS AS APPROPRIATE.		
33	ENSURE MEDICAL TREATMENT AND CRITICAL INCIDENT STRESS DEBRIEFING IS PROVIDED TO STAFF.		
34	MONITOR OPERATIONS SECTION RESPONSE ACTIVITIES.		
35	MONITOR PLANING ACTIVITIES ENSURING EFFECTIVE COMMUNICATION WITH OTHER SECTIONS		
36	MONITOR LOGISTICS SECTION TO ENSURE THE NEEDS OF THE INCIDENT AND RESPONDERS ARE BEING MET.		
37	MONITOR FINANCE SECTION IF ESTABLISHED.		

CRITICAL INCIDENT CHECK LIST		INCIDENT COMMANDER	
INCIDENT COMMANDER (CONTINUED)			DATE:
ACTIVITIES			TIME:
39	EVALUATE NEED FOR INTERNAL EVACUATION.		
40	EVALUATE NEED FOR EXTERNAL EVACUATION.		
41	REVIEW SAFETY ISSUES WITH SAFETY OFFICER.		
42	OTHER TASK PERFORMED IF REQUIRED BY A PARTICULAR INCIDENT ACTION PLAN:		
43	CRITICAL INCIDENT CONTAINED.		
44	ACCOUNT FOR ALL STAFF.		
45	DEBRIEF STAFF AS NECESSARY.		
46	APPOINT STAFF TO BRIEF AND ATTEND REVIEW/CRITIQUE.		
47	PRESERVE EVIDENCE AND CRIME SCENES.		
48	GATHER AND PRESERVE ALL EVIDENCE. PHOTOGRAPH ALL AFFECTED AREAS.		
49	PREPARE DAMAGE REPORT		
50	SAFEGUARD ALL RECORDINGS, LOGS, ETC.		
51	IMPLEMENT AFTER ACTION ACTIVITIES.		
52	TAKE CORRECTIVE ACTION(S) WHERE APPROPRIATE.		
53	DEACTIVATE COMMAND POST.		
54	ASSIGNED PERSONNEL RELIEVED BY:  REPORTS TO:  DATE AND TIME ACTIVATED: DATE AND TIME DEACTIVATED:		
NOTE: THE ABOVE ACTIVITIES MAY NOT BE LISTED IN THE ORDER A PARTICULAR CRITICAL INCIDENT MAY REQUIRE. IF THE INCIDENT REQUIRES ANY ACTIVITIES NOT LISTED, REFER TO ABOVE ACTIVITIES.			
REMARKS/COMMENTS:			